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MEMORANDUM FOR: Director, Office of Information Technology

FROM: [REDACTED]

Acting Chief, Evaluation and Plans Staff

SUBJECT: Letter of Appreciation for [REDACTED]

1. I should like to take this opportunity to express the appreciation of the Evaluation and Plans Staff (EPS) for the assistance and cooperation we have received from [REDACTED] a computer programmer in the Message Data Communications Activity section of the OIT/General Operations Group.

2. [REDACTED] played a major role in straightening out and expediting the automated dissemination of intelligence reports and operational cables to the EPS [REDACTED] which prepares semiannually for the DDO and other senior DO managers evaluations of DO intelligence reporting on selected countries and international issues. Because new topics are selected for each evaluation, EPS [REDACTED] requirements for incoming reports and cables change substantially every six months. The changeovers used to take several weeks to implement, and IG often continued to receive mountains of cable traffic that it no longer needed, or failed to recover many intelligence reports essential to the effective conduct of the evaluation process.

3. After [REDACTED] discussed its special needs directly with members of MDCA about a year ago, [REDACTED] familiarized himself with the nature of [REDACTED] cable requirements and devised a system for handling its changing, short-term needs. Three subsequent changeovers have proceeded increasingly smoothly, with [REDACTED] accomplishing the most recent one within about 24 hours even though he was heavily involved in programming the traffic needs of a new DO operational component. His personal attention to our information needs and his effectiveness in ensuring that they are met have greatly facilitated the work of EPS [REDACTED] EPS would therefore like to advise you of his excellent performance on our behalf.

[REDACTED]

cc: Chief, OIT/GOC/MDCA

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